Contract Reporting of Non-DoD Contracts

- Contract reporting via a Contract Action Report (CAR) to the Federal Procurement Data System – Next Generation (FPDS-NG) is required federal-wide for every action > $2,500
  - Accomplished by the contracting activity that makes the award
  - Tracks the procurement awards made, statistics are available to the public and reported to Congress

- If a DoD contracting officer is awarding an order against a non-DOD contract (e.g., FSS Schedule)
  - The Procurement Instrument Identification Number (PIIN) is the non-DoD contract number; the Supplementary PIIN (SPIIN) is the DoD 13 character "F" type award number (prescribed by DFARS)
  - Use the program/requiring office's Department of Defense Activity Address Code (DoDAAC) in the funding office field on the CAR; if unknown, use the contracting office's DoDAAC

- If the award (using DoD funds) is made by an Assisting Agency's contracting office
  - Numbered according to that Assisting Agency's policies
  - DoD requiring/contracting activity must include with the funding document the funding office code to be used in reporting the contract action (the requiring office's DoDAAC if known; if unknown, the DoD contracting office's DoDAAC that would normally service the requiring activity)

- Key note – the DoDAAC must be an accurate one that is loaded in the DoD Activity Address File (DoDAAF), managed by the Defense Logistics Agency (DLA), or an error will occur